

# Summary of constitution for Friends of Monkton Park School

A constitution is a governing document that describes the purpose of an organisation, how it will perform its functions, be managed and administered, and who will ensure this happens.

We have recently drafted a new full constitution for FOMPS based on a model recommended by the Charity Commission, and which we would like to use going forwards. This summary document, gives a high-level overview of key aspects of the constitution in more accessible terms. The full constitution is both lengthy and (as it is a legally binding document) can be quite difficult to read due to the legal terms it is required to contain. Should you have any questions, you are welcome to ask or to consult the charity commission guidance. <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

This summary should only to be consulted alongside the associated, full constitution.

## What is the purpose of FOMPS?

FOMPS will develop more extended relationships between the staff, parents and others associated with the school, engage in the activities which support the school and advance the education of the pupils attending it by providing facilities or additional items.

## Who are the FOMPS members?

All parents and/or guardians of pupils at the school, members of the local community and all staff of the school may be members so long as they wish to further the purposes of FOMPS. There is no selection criteria for membership; applications to become a member may be made at any time by request via [FOMPSPTA@gmail.com](mailto:FOMPSPTA@gmail.com). Members may request their inclusion on, or removal from the distribution list.

## What is expected of FOMPS members?

Most members attend at least some meetings when time allows. They receive regular updates of upcoming FOMPS events and may vote to decide how the money is spent. Members are required to vote within the best interests of the charity to appoint officers and trustees. For more details about what members do please see our FAQs:

<https://www.monktonpark.wilts.sch.uk/page/?title=Frequently+Asked+Questions&pid=57>

## How often are the meetings?

The trustees' will meet at least twice a year. Members' meetings will be twice each term to plan events. The AGM will be held during the Autumn term.

## How many votes are needed to make a decision?

At a General Meeting the total number of members present must be at least twice the number of officers in post at the start of the meeting (currently the number of officers is 3).

At any other meeting, quorum is two trustees, or the number nearest to one third of the total number of trustees, whichever is greater

## Who runs and manages FOMPS?

The FOMPS committee is responsible for the running of FOMPS, agreeing a general course of action for events and fundraising throughout the year. The trustees will make up the committee. The committee will include a chair, a secretary and a treasurer (the officers) and up to two additional trustees. The total number of trustees must be greater than three and less than five.

## **How are the trustees appointed?**

Members will elect the trustees and officers at an SGM or AGM. If the number of trustees falls below the minimum requirement during the year, trustees will appoint a replacement. Trustees will serve until the next AGM but may stand for re-election.

In selecting individuals for appointment as trustees, voters must have regard to the skills, knowledge and experience needed for the effective administration of the charity. The trustees should include members with connections across all year groups of the school; an employee of the school; no greater than one member of any one family.

## **How long will trustees be in post?**

A charity trustee will serve for one year, ending at the Autumn AGM unless they give written notice to retire. Trustees will be removed if they are no longer able or eligible; fail to act responsibly to further the objects of the charity; or are absent without the permission of the trustees from all their meetings held within six months.

## **How will events be organised?**

With input from the school community, the trustees will agree a general course of action for fundraising throughout the year. To enable this, the trustees may appoint sub-committees of at least two charity members, to carry out a specified purpose to plan and coordinate an event. A planning and expenses budget will be agreed in advance with the trustees. Ideas and activities carried out by sub-committees will be reported regularly to the trustees.